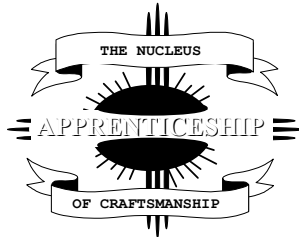




STANDARDS OF APPRENTICESHIP
adopted by

**WESTERN WASHINGTON OPERATING ENGINEERS FACILITIES CUSTODIAL
SERVICES APPRENTICESHIP COMMITTEE**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
FACILITIES CUSTODIAL SERVICES TECHNICIAN		382.664-010	4000 HOURS
GROUND MAINTENANCE SPECIALIST		406.687-010	4000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

APRIL 17, 1986

Initial Approval

By: LAWRENCE CROW
Chairman of Council

JULY 20, 2001

Addendum Amended

By: PATRICK WOODS
Secretary of Council

JULY 16, 2004

Committee Amended

**WESTERN WASHINGTON OPERATING ENGINEERS FACILITIES CUSTODIAL
SERVICES APPRENTICESHIP COMMITTEE**

NOTE: THE FOLLOWING ADDENDUM SHALL BE SPECIFIED TO THE INDIVIDUAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE AND ITS CRAFTS:

The following Standards for the development of Facilities Custodial Services Technician and Grounds Maintenance Specialist apprentices have been prepared by Local 286 and 609, International Union of Operating Engineers and Industry representatives, assisted by the Apprenticeship Division, Department of Labor and Industries. When approved and registered with the Washington State Apprenticeship and Training Council, these Standards will govern the training of apprentices in the industry.

1. GEOGRAPHICAL AREA COVERED:

The area covered by these Standards shall be all of Western Washington.

2. MINIMUM QUALIFICATIONS:

A. Facilities Custodial Services Technician

Age: Not less than eighteen (18) years at time of application.
Education: High school diploma or GED are preferred but not required.
Physical: Must be able to meet the needs of the trade.
Testing: None.
Other: Applicant must have a valid Washington State Driver's license and/or dependable transportation.

B. Grounds Maintenance Specialist

Age: Not less than eighteen (18) years of age at time of application.
Education: High School diploma or GED are preferred but not required.
Physical: Must be able to meet the needs of the trade.
Testing: None.
Other: Applicant must have a valid Washington State Driver's License.

Applicants must be able to write and speak the English language proficiently enough to complete the course of study. Exemptions may be made by the Apprenticeship Committee in a non-discriminatory manner.

3. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

A. Selection Procedures:

1. The International Union of Operating Engineers Locals 286 and 609 and the Western Washington Operating Engineers Facilities Custodial Service Apprenticeship Committee are not in any way serving as a referral agency and persons desiring apprenticeship training under the Western Washington Operating Engineers Facilities Custodial Services Apprenticeship Committee shall make application to an employer

**WESTERN WASHINGTON OPERATING ENGINEERS FACILITIES CUSTODIAL
SERVICES APPRENTICESHIP COMMITTEE**

approved by the Apprenticeship Committee and on becoming employed, appear before the Apprenticeship Committee to be interviewed. At the time of the interview, the applicant shall be informed of the obligation to abide by the Standards established for the trade. Upon acceptance of the applicant, the Apprenticeship Committee shall make an evaluation based on the employer's recommendation and place him/her in the proper work experience and wage progression period and register the applicant with the Registration Agency.

2. The applicant will sign the "Record of Apprenticeship Applicants" form and will be given an "Application for Apprenticeship" and will return same to the Apprenticeship Coordinator.
3. The applicant will be instructed to request transcripts of all school records, which will be forwarded to the Apprenticeship Committee Coordinator.
4. Each applicant will be instructed to attend a regular meeting of the Apprenticeship Committee and/or the Apprenticeship Committee Coordinator in which the applicant is to be registered. The purpose of the applicant's attendance is to explain the apprenticeship program and the responsibilities the apprentice must fulfill during the term of apprenticeship.
5. All employers hiring apprentices must sign a compliance form agreeing to be bound by the Affirmative Action Program contained in these Standards and as approved by the Washington State Apprenticeship and Training Council.

B. Affirmative Action Plan:

1. Participate in any workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship system and current opportunities therein. (WAC 296-04-340[B])
2. Cooperation with local school boards and vocational education systems to develop programs for preparing students to meet the Standards and criteria required to qualify for entry into apprenticeship programs. (WAC 296-04-340[C])
3. To encourage the establishment and utilization of programs and pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or to prepare candidates for apprenticeship, a sponsor shall make appropriate provision in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.

**WESTERN WASHINGTON OPERATING ENGINEERS FACILITIES CUSTODIAL
SERVICES APPRENTICESHIP COMMITTEE**

(WAC 296-04-340[II])

4. Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
(WAC 296-04-340[H])

4. TERM OF APPRENTICESHIP:

The term of apprenticeship shall be two (2) years (4000 hours) of reasonably continuous employment divided into four (4) pay periods of six (6) months duration, including the probationary period.

5. PROBATIONARY PERIOD:

All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding the first 800 hours of employment.

6. RATIO OF APPRENTICES:

One (1) apprentice per every one (1) journey-level workers employed in a specific facility or work unit.

7. WAGE PROGRESSION:

All apprentices shall be paid on the following percentage basis in accordance with WAC 296-04-270(2)(c):

1st 1000 hours 70% of contract journey-level workers scale
2nd 1000 hours 75% of contract journey-level workers scale
3rd 1000 hours 85% of contract journey-level workers scale
4th 1000 hours 95% of contract journey-level workers scale

**WESTERN WASHINGTON OPERATING ENGINEERS FACILITIES CUSTODIAL
SERVICES APPRENTICESHIP COMMITTEE**

8. WORK PROCESSES:

The apprentices shall receive instruction and experience necessary to develop practical skills of their trade classification by using the following appropriate schedule of work experience as a guide. They shall also perform such other duties as are commonly related to their classification:

A. Facilities Custodial Services Technician: D.O.T. #382.664-010 Hours

1. Safety250
 - a. Industrial First Aid
 - b. Hazardous Materials
 - c. Chemical Identification Safety
 - d. Emergency Procedures
 - e. Equipment Safety and Eye Protection
 - f. OSHA/WISHA/EPA Standards/Regulations
 - g. General Safety
 - h. Industrial Accidents/Reporting

To include all the necessary documents and reporting forms related to safety.

2. Facilities Operating Responsibilities500
 - a. Permits and Licenses
 - b. Heating/Ventilation
 - c. Security
 - d. Utilities
 - e. Boilers
 - f. Internal Building Layout, Plans, Diagrams
 - g. Specialty Equipment
 - h. Swimming Pools, Spas and Related Equipment
3. Organization of Facilities Care250
 - a. Building Interior
 - b. Building Exterior
 - c. Grounds, Parking Lots and Walkways
 - d. Cleaning Standards/What is Clean?
 - e. Cleaning Schedules
 - f. Cleaning Frequency
 - g. Time on Task/Time Management
4. Cleaning Equipment and Supplies250
 - a. Safety
 - b. Chemical and Material Selection, Handling and Storage
 - c. Equipment Selection/Specifications

**WESTERN WASHINGTON OPERATING ENGINEERS FACILITIES CUSTODIAL
SERVICES APPRENTICESHIP COMMITTEE**

- d. Supply Selection/Stocking
 - e. Spare Parts and Materials
 - f. Preventative Maintenance
 - g. Ordering, Shipping, Receiving and Inventory
5. Area Cleaning500
- a. Entrance Ways, Hallways or Corridors
 - b. Rooms, General
 - c. Specialty Areas
 - d. Restrooms
 - e. Cafeteria and Food Preparation Areas
 - f. Industrial Areas
 - g. Swimming Pools, Spas and Related Exercise Equipment
 - h. Showers and Locker Rooms
 - i. Offices
 - j. Trash and Refuse
6. Surface Maintenance and Cleaning1750
- a. Floors and Floor Surfaces
 - 1. Resilient
 - 2. Hard Floors
 - 3. Floor Cleaning
 - 4. Carpets
 - 5. Athletic Services
 - b. Walls
 - 1. Internal
 - 2. External
 - c. Roofs
 - 1. Inspection
 - 2. Cleaning
 - d. Windows
 - e. Doors
 - f. Furnishings
7. Employment Relations and Communications.....500

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SERVICES APPRENTICESHIP COMMITTEE**

- a. People Skills
- b. Conflict Resolution
- c. Supervision/Evaluation
- d. Communication and Reporting
- e. Manpower Scheduling
- f. Multi-Cultural Awareness

TOTAL HOURS: 4000

ALL THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS
UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED
IN THESE STANDARDS

**WESTERN WASHINGTON OPERATING ENGINEERS FACILITIES CUSTODIAL
SERVICES APPRENTICESHIP COMMITTEE**

B. Grounds Maintenance Specialist: <u>D.O.T.#406.687-010</u>		<u>Hours</u>
1.	Equipment Utilization.....	600
	Mowers, edgers, trimmers, blowers, vacuums, sprayers, saws and watering units	
2.	Equipment Maintenance	200
	Oiling, greasing, fueling, sharpening, adjusting and setting	
3.	Lawn Mowing/Trimming and Edging of Improved Areas	800
a.	Mowing lawn areas and recreational areas	
b.	Trimming around trees, plants, rockeries, curbs, sidewalks and other obstacles	
c.	Edging lawn areas, expansion joints and recreational areas	
4.	Watering.....	400
	Controlling erosion and application to create or develop proper moisture depth	
5.	Fertilizing.....	150
	Proper application to lawns, recreation fields, planting areas, trees, scrubs or hedges	
6.	Mechanical Weed and Cultivation.....	300
a.	Removal of undesirable plant growth from landscape areas	
b.	Aeration of soil for proper irrigation	
c.	Methods of weed control in semi- improved and improved areas	
7.	Sodding and Re-sodding.....	250
	Preparation, installation, fertilization and irrigation of new or replaced sod	
8.	Pruning.....	300
	Trimming, shaping, thinning and removal of shrubs, hedges and trees	
9.	Application of Bank and Other Ground Cover	300
	Mining and placement by hand or mechanical techniques	
10.	Mechanical Vegetation Control	400
a.	Semi-improved areas	
b.	Unimproved areas	
11.	Chemical Utilization	200
a.	Soil sterilants	
b.	Selective and non-selective herbicides	
c.	Pesticides	
d.	Fungicides	
12.	Debris Clean-Up	100

**WESTERN WASHINGTON OPERATING ENGINEERS FACILITIES CUSTODIAL
SERVICES APPRENTICESHIP COMMITTEE**

Mechanical and hand clean-up of
parking lots, sidewalks, streets,
recreational areas and other hard
surface areas.

TOTAL HOURS 4000

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**WESTERN WASHINGTON OPERATING ENGINEERS FACILITIES CUSTODIAL
SERVICES APPRENTICESHIP COMMITTEE**

9. RELATED/SUPPLEMENTAL INSTRUCTION:

- A. Each apprentice shall enroll in and attend classes in subjects related to this trade as approved by the State Board for Community and Technical Colleges, for a minimum of 144 hours per year.
- B. The methods of related/supplemental training shall consist of one or more of the following:
 - (X) Supervised field trips
 - (X) Approved training seminars
 - (X) A combination of home study and approved correspondence courses
 - (X) Technical College
 - (X) Community college
 - (X) Training trust
 - () Other (specify)
- C. Hours 144
- D. Satisfactory progress must be maintained in related training classes. (See Section 10, Administrative/Disciplinary Procedures.)

10. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

- A. To review every 1000 hours the progress of each apprentice. All parties participating under the Standards may be asked for a report on each apprentice.
- B. Periodic Evaluation and Records Books:
 - 1. Each apprentice will be furnished with a "Record Book" which must be signed or initialed at the end of each month by the timekeeper or foreman supervising the apprentice. The record must be submitted to the Coordinator's office no later than the fifth of the following month, regardless if apprentice is working or not.
 - 2. If the apprentice violates the above rule three (3) times, they may be suspended from employment of eligibility for employment for ten (10) working days by the Apprenticeship Committee or their designated authority.

**WESTERN WASHINGTON OPERATING ENGINEERS FACILITIES CUSTODIAL
SERVICES APPRENTICESHIP COMMITTEE**

3. The Apprenticeship Committee shall have authority to withhold advancement, suspend or cancel the Agreement for failure to comply but any action must conform to the appeal requirements.
4. The classification of records by the apprentice will result in disciplinary action by the Apprenticeship Committee.

C. Facilities Custodial Services Technician:

1. Facilities Custodial Services Technician apprentices must complete the following classes during their apprenticeship term: Boiler Operators License, Basic Building Cleaning, Advanced Building Cleaning, Conflict Resolution, Handling Building Emergencies, and General Maintenance.
2. Equivalent training may be substituted if approved by the JATC. Proof of boiler license testing must be on file.

11. COMPOSITION OF COMMITTEE AND ALTERNATES:

The Apprenticeship Committee shall consist of four (4) members representing employers and four (4) members representing employees, selected by the groups they represent.

The Employer Representatives Shall Be:

Shirley Wilke, Secretary
Federal Way School District
1066 South 320th Street
Federal Way, WA 98003

Frank Griffin
Seattle School District
2445 3rd Avenue South
PO Box 34615
Seattle, WA 98124-1165

Tom Misner
Tacoma School District
3223 South Union Avenue
Tacoma, WA 98409-3194

Dan Miller
Clover Park School District
5214 Steilacoom Blvd SW
Lakewood, WA 98499

Robert Hansen
Lake Washington School District
15212 NE 95th St
Redmond, WA 98052

Bill Uebelacker, Alternate
Tacoma Public School Dist #10
3223 South Union Avenue
Tacoma, WA 98409-3194

The Employee Representatives Shall Be:

**WESTERN WASHINGTON OPERATING ENGINEERS FACILITIES CUSTODIAL
SERVICES APPRENTICESHIP COMMITTEE**

John W. Thompson, Chair
18 E Street SW
Auburn, WA 98001

Jeffrey Wasson
13400 Roosevelt Way N #14
Seattle, WA 98133

David Westberg
2800 First Avenue, Ste 311
Seattle, WA 98121

Brian K. Beaudry
I.U.O.E. Local 286
18 E. Street SW
Auburn, WA 98001

Rene Jankiewicz
IUOE Local 286
18 E Street SW
Auburn, WA 98001

Jan Pelroy, Alternate
IUOE Local 286
16755 239th Avenue SE
Issaquah, WA 98027

12. SUBCOMMITTEE: (None)

13. TRAINING DIRECTOR/COORDINATOR:

James Burnson, Training Director
18 "E" Street SW
Auburn, WA 98001